

Request For Proposal

Correctional Facility Emergency Community Notification System

February 7, 2011

I. Introduction

The Vermont Department of Corrections (DOC) is seeking proposals to implement a notification system of residents, businesses, and other interested parties in a geographic perimeter surrounding the correctional facilities in the State of Vermont.

Proposals are sought from businesses with expertise and experience in systems of mass notification.

II. Goal

To notify concerned individuals or groups, as rapidly as possible, of emergencies that may arise within a correctional facility and to provide information as to the type of incident that is occurring.

III. Objectives

To provide key facility staff with a system that would allow them to notify the community around their geographic location of an incident taking place at their facility, which could include drills.

To allow for one Point of Contact (POC) at each site to manage the notification list for their facility with a central level person's oversight of each site's system for compliance purposes.

To have a system that is password protected with the ability to make changes in the access as needed.

IV. Specifications

1. That the system will be web-based for on-line management by the respective POC from each of our nine facilities, with no software to download,
2. That a central level POC will have unrestricted access for audit and compliance purposes,
3. That the system will allow for multiple usages simultaneously by any number of facilities,
4. That must be accessible by various media (e.g., LAN, Internet, Intranet, wireless),
5. That includes the ability to update and manage current list by facility POC,
6. That includes the ability for each facility to have multiple lists (e.g. Community, Facility Response Teams, regular Staff, etc.).

V. Outcomes

1. To be able to maintain updated list of contacts on regular basis.
2. Ability to keep surrounding community informed of any event evolving at facility.

VI. Organization Description

1. Provide a complete description of the organization.
2. Describe the organization's experience in emergency notification service delivery.

VII. Proposal Evaluation

1. Experience - The extent to which the Proposer has experience providing web based notification services to large numbers of contact and multiple contact lists. **(30 points)**
2. Response to the Specifications described above. **(20 points)**

VIII. Assurances

1. Compliance with State and Federal Statutes and Regulations.
2. Training of facility staff in development, maintenance and use of notification system.
3. Provision of services at times specified by the DOC.
4. Willingness to work with correctional staff in the facility setting throughout Vermont.

IX. Submission Timetable

Proposals (original plus three copies) are due at the Waterbury Office of the DOC by February 23, 2011.

The DOC reserves the right to interview any applicant pursuant to its response to this Request for Proposal. The DOC reserves the right to reject any proposal.

Notification of the results of the RFP Process will occur by: TBA

X. Contact Person

Gary Dillon, Chief of Emergency Services
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

Tel. (802) 241-2390 FAX (802) 241-2377
Email: gary.dillon@ahs.state.vt.us